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ASSISTANT SECRETARY OF DEFENSE
WASHINGTON, D. C. 20301

23 MAY 1979

THIS TRANSMITTAL SHEET IS TO BE FILED
PRECEDING FPM SUPPLEMENT 990-2

CPM Supplement 990-2, HOURS OF DUTY, PAY, AND LEAVE, ANNOTATED

CPM Supplement 990-2 is issued herewith.

1. Add new pages as indicated below immediately preceding Subchapter S11., FPM Supplement 990-2, Book 630:

<u>CPM Identification</u>	<u>Insert Pages</u>	<u>Explanation of Changes</u>
630.S11	1-3	Establishes DoD guidance on administrative excusals of employees.

2. This transmittal sheet is to be filed immediately preceding FPM Supplement 990-2.

Richard Danzig

Richard Danzig
Acting Principal Deputy Assistant
Secretary of Defense (MRA&L)

Attachments

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S11-2. Registration and Voting

a. Executive Policy.

(1) Activities will assemble and maintain up-to-date information as to voting hours in all political subdivisions in which their employees reside, and will make this information available to employees. On the basis of this information activities will determine the amounts of excused absence to be permitted and will inform employees of these determinations. Employees on flexible work schedules will be excused only for those hours which cannot be accommodated by their flexitime schedules.

S-11.5. Administrative Discretion.

a. General

(1) There are numerous instances when employees are absent from their normal productive assignments to perform acts or services officially sanctioned by activity commanders. In performing these acts or services, employees remain under management control or jurisdiction and are thus considered in a duty status. Examples of such absences would include medical examination to determine fitness for duty, merit placement interviews at the employing activity, and utilizing personnel office services. Supervisors are authorized to make individual determinations that the act or service is job-related and not chargeable to leave and to place reasonable limits on the length of such absences from normal assignments.

(2) Limitations for DoD employees on the more common situations where excused absence is granted are given in subsections b. through j., below. In other situations where the activity commander or other officials delegated authority make a determination that the absence would further an agency function, brief periods may be excused.

b. Blood Donation. DoD employees are encouraged to serve as blood donors and will be excused from work without charge to leave for the time necessary to donate the blood, for recuperation following blood donation, and for necessary travel to and from the donation site. The maximum excusal time will not exceed 4 hours, except in unusual cases. When the employee must travel a long distance, or when unusual need for recuperation occurs, up to an additional 4 hours may be authorized.

c. Tardiness and Brief Absence. Excusal for tardiness and brief absences is limited to periods of less than 1 hour.

d. Taking Examinations. This applies only to examinations given by or taken at the request of the employing activity. Employees will be excused, without charge to leave or loss of pay, for all examinations required for converting TAPER appointments to career-conditional

or for required noncompetitive examinations within the same employing activity.

e. Attending Conferences or Conventions. Excused absence of this type shall be limited to 5 working days per calendar year. Officers or delegates of an association of management officials or supervisors with which an official consultative relationship has been established may be excused to attend conventions of the association. Employees will not be excused to attend conferences or conventions of political parties or partisan political groups or committees.

f. Representing Labor Organizations. The policy on excusal of employees in connection with activities of labor organizations including attendance at their conventions and at training conferences sponsored by them is set forth in component or DoD CPM Supplementation of Federal Personnel Manual 711.

g. Employment Interviews.

(1) Employees may be excused, at the discretion of the activity commander, without charge to leave or loss of pay to participate in interviews when:

(a) Competition is for a position within the Department of Defense; or

(b) The individual is under notice of separation or change to lower grade for any reason except personal cause.

(2) Time spent in interviews in circumstances other than those above will be charged to annual leave, or if requested by the employee, leave without pay.

h. Illness Caused by Required Vaccinations or Immunizations.

When an employee is absent because of illness from administratively required vaccinations or immunizations, the absence will be considered an excused absence without charge to leave or loss of pay, provided the medical officer administering the vaccinations or immunizations certifies to the necessity for the absence.

i. Emergency Rescue or Protective Work. Employees who can be spared without interference with essential agency operations and obligations may be excused to participate in emergency rescue or protective work during an emergency such as fire, flood, or search operations. Such participation shall normally be limited to a maximum of 5 workdays per year. Employees may not be excused from duty without charge to leave for the purpose of performing rescue or guardsman duty which otherwise would be covered by military leave as authorized under 5 U.S.C. 6323.

j. After Prolonged Overtime or Travel. When it is not possible or reasonable to reschedule an employee's duty or travel time and regular scheduling would require the employee to travel and/or serve in a duty status for more than 16 hours, the employee may be excused without charge to leave or loss of pay for a reasonable time to recuperate from fatigue or loss of sleep. In determining the time to be allowed, the adverse effect on work performance, health, or well being, and any safety hazard which might result from working while fatigued, should be considered. Excusal under this authority will not normally exceed 4 hours.

k. Absences for Relocation Purposes. An employee may be excused for a reasonable time to make personal arrangements and to transact personal business directly related to a permanent change of station which is in the interest of the U. S. Government, provided that such business or arrangements cannot be transacted outside the employee's regular working hours. This includes such things as making arrangement for the packing and unpacking of household goods and obtaining driver's license, auto tags, and passports.

l. Official Time for Employee Representational Functions.
Refer to FPM Supplement 711-1, Subchapter S5, for guidelines on appropriate use of official time and necessary record keeping.

m. Holiday Dismissals of Certain Employees Under Premium Pay.
Employees receiving premium pay under 5 U.S.C. 5545(c)(1) may be excused without charge to leave on holidays when it is administratively determined that their services are not required on a particular holiday. When an employee's services are administratively required on a holiday and the employee requests and is granted the day off for personal reasons, the employee will be charged annual or sick leave, as appropriate.

S11-7. Supplementation

Heads of Military Departments and the Defense Agencies may supplement this part of the DoDCPM. Supplements will be forwarded to the Office of the Deputy Assistant Secretary of Defense (Civilian Personnel Policy).